



Town of Hilton Head Island
Community Development Department
One Town Center Court
Hilton Head Island, SC 29928
Phone: 843-341-4757 Fax: 843-842-8908
www.hiltonheadislandsc.gov

FOR OFFICIAL USE ONLY

Date Received: _____
Accepted by: _____
Project Mgr: _____
App. #: DPR _____
Fees: _____

**APPLICATION PACKET FOR
SITE DEVELOPMENT PLAN REVIEW (DPR)**

Project Name: _____ Project Address: _____
Parcel Number [PIN]: R _____ Project Acreage: _____
Zoning District: _____ Overlay District(s): _____
Applicant/Agent Name: _____ Company: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____ E-mail: _____
Business License # _____
Land Owner Name: _____ Telephone #: _____
Address: _____ Email: _____

Are there recorded private covenants and/or restrictions that are contrary to, conflict with, or prohibit the proposed request? If so, a copy of the private covenants and/or restrictions must be submitted with this application. ☐ YES ☐ NO

Fees and Forms: Please see www.hiltonheadislandsc.gov for all application fees and forms. The Town accepts cash or check made Payable to Town of Hilton Head Island. Credit cards are accepted as payment for some items.

Instructions: A Staff Project Manager will be assigned to you to assist in processing this application and to be your only Point of Contact throughout the entire project. This Project Manager will also inform you of any boards that require review of the application, and will assist in determining which of the requirements of this application apply to the project. Additional items must be submitted at the end of construction to obtain a Final Inspection for the Certificate of Occupancy or final sign off.

Prior to submittal for a permit, an optional **Pre-Application Meeting** is highly recommended. At this meeting, you may provide very general, conceptual ideas to Town Staff to better assist you in submitting items for site development or building permitting. Your Project Manager can assist you with this process.

Application is hereby made to perform work on the site and accompanying features, and I am authorized to submit this application. To the best of my knowledge, the information on this application and all additional documentation is true, factual, and complete. I hereby agree to abide by all conditions of any approvals granted by the Town of Hilton Head Island. I understand that such conditions shall apply to the subject property only and are a right or obligation transferable by sale. I understand that failure to abide by this approval, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

I further understand that in the event of a State of Emergency due to a Disaster, the review and approval times set forth in the Land Management Ordinance may be suspended.

Print Name _____ Agent Signature: _____

**AFFIDAVIT OF OWNERSHIP AND RESPONSIBILITIES
AND
HOLD HARMLESS PERMISSION TO ENTER PROPERTY**

The undersigned being duly sworn and upon oath states as follows:

1. I am the current owner of the property which is the subject of this application.
2. I hereby authorize _____ to act as my agent for this application only.
3. All statements contained in this application have been prepared by me or my agents and are true and correct to the best of my knowledge.
4. The application is being submitted with my knowledge and consent.
5. Owner grants the Town, its employees, agents, engineers, contractors or other representatives the right to enter upon Owner's real property, located at _____ (address),
R _____ (parcel ID) for the purpose of application review, for the limited time necessary to complete that purpose.
Description of Work: _____
6. Owner agrees to hold the Town harmless for any loss or damage to persons or property occurring on the private property during the Town's entry upon the property, unless the loss or damage is the result of the sole negligence of the Town.
7. I acknowledge that the Town of Hilton Head Island Municipal Code requires that all construction in a Special Flood Hazard Zone be constructed in accordance with the following provisions that:
 - a. any enclosed area below the base flood elevation will be used solely for parking of vehicles, limited storage or access to the building. This space will never be used for human habitation without first becoming fully compliant with the Town's Flood Damage Controls Ordinance in effect at the time of conversion.
 - b. all interior walls, ceilings and floors below the base flood elevation will be constructed of flood resistant materials.
 - c. all mechanical, electrical and plumbing devices will be installed above base flood elevation.
 - d. walls of the enclosed area below base flood elevation will be equipped with at least two openings which allow automatic entry and exit of flood water. Openings will be on two different walls with at least one square inch of free area for every square foot of enclosed space and have the bottom of openings no more than a foot above grade.
 - e. the structure may be subject to increased premium rates for flood insurance from the National Flood Insurance Program.
8. I understand that failure to abide by Town permits, any conditions, and all codes adopted by the Town of Hilton Head Island deems me subject to enforcement action and/or fines.

Print Name: _____ Owner Signature: _____
Phone No.: _____ Email: _____

The foregoing instrument was acknowledged before me by _____, who is personally known to me or has produced _____ as identification and who did not take an oath.

WITNESS my hand and official seal this _____ day of _____, A.D., 2____.

Notary Public Signature

My Commission expires: _____
Please affix seal or stamp.

STANDARD SITE PLAN SUBMITTAL REQUIREMENTS

Note: Staff will check which documents are required for submittal.

Written Project Narrative , describing: <input type="checkbox"/> Scope of the project, proposed specific use <input type="checkbox"/> Number of Buildings <input type="checkbox"/> Square Footage of each Building <input type="checkbox"/> Square Footage of each Use <input type="checkbox"/> Number of Stories for each Building <input type="checkbox"/> Maintenance Responsibility <input type="checkbox"/> Dedicated Improvements	Site Lighting Plan (if not previously submitted): <input type="checkbox"/> Light levels- existing & proposed <input type="checkbox"/> Fixture Locations- existing & proposed <input type="checkbox"/> Manufacturer's Photometric Data Landscape Plan (if not previously submitted): <input type="checkbox"/> Planting Plan <input type="checkbox"/> Plant Schedule <input type="checkbox"/> Irrigation Plan
Site Development & Boundary Plan: <input type="checkbox"/> Name of Development <input type="checkbox"/> Legend defining all symbols, scale & north arrow <input type="checkbox"/> Tax Map & Parcel Number <input type="checkbox"/> Date & Revisions & Vicinity Sketch <input type="checkbox"/> Acreage <input type="checkbox"/> FEMA Flood Zone <input type="checkbox"/> Original Seal & Signature <input type="checkbox"/> Reference Plats <input type="checkbox"/> Topographic Information <input type="checkbox"/> Trees 6" Diameter & Over <input type="checkbox"/> Existing Structures within 50 Feet <input type="checkbox"/> Off-street Loading Areas <input type="checkbox"/> Parking Calculations & Dimensions <input type="checkbox"/> Impervious Surface Calculations <input type="checkbox"/> Open Space Calculations <input type="checkbox"/> Setback & Buffer Areas <input type="checkbox"/> Wetlands Delineation <input type="checkbox"/> Fire Hydrants & Fire Lanes <input type="checkbox"/> Trash Receptacles & Enclosures <input type="checkbox"/> Location of Tree Protection	Tree Protection Plan: <input type="checkbox"/> Narrative <input type="checkbox"/> Tree Survey (no older than 2 years) <input type="checkbox"/> Tree Tally Sheets <input type="checkbox"/> Replacement or supplemental tree plantings schedule, if required <input type="checkbox"/> Method & location of tree protection Engineering: <input type="checkbox"/> Pre-Design Conference Certification <input type="checkbox"/> Storm Water Calculations <input type="checkbox"/> Traffic Control Plan (Signage and Marking) Others: <input type="checkbox"/> Hydrant flow data <input type="checkbox"/> Grading Plan showing any proposed grading <input type="checkbox"/> Paving & Drainage Plan with drainage locations <input type="checkbox"/> Water & Sewer Line Layout <input type="checkbox"/> Septic or Waste System Layout <input type="checkbox"/> Electric Line Layout (including lighting) <input type="checkbox"/> Phasing Plan <input type="checkbox"/> Archaeological Protection
OCRM/DHEC Approval: <input type="checkbox"/> Beach/Dune Activity <input type="checkbox"/> Coastal Zone Consistency Letter <input type="checkbox"/> Land Disturbance/storm water Plan <input type="checkbox"/> Water Plan <input type="checkbox"/> Sewer Plan <input type="checkbox"/> Air & Water Quality Approval <input type="checkbox"/> Septic Tank Approval	Wetlands Information: Total Wetland Area in Acres: _____ <input type="checkbox"/> Copy of Delineation (letter & survey) of wetland approved by Army Corps of Engineers <input type="checkbox"/> Wetlands Alteration Permit (Army Corps of Engineers)
Encroachment Permit: <input type="checkbox"/> SC Department of Transportation <input type="checkbox"/> Beaufort County <input type="checkbox"/> Town of Hilton Head Island <input type="checkbox"/> Other Governmental Approvals	Utility Approval: <input type="checkbox"/> PSD Water <input type="checkbox"/> PSD Sewer <input type="checkbox"/> Electric Company <input type="checkbox"/> Telephone Company <i>Disclaimer: Although the application has been accepted, it may not be complete per the Town of Hilton Head Island Land Management Ordinance.</i>

TREE TALLY

[] NON-BUFFER

[illegible]

Note: Use additional sheets if necessary.